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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 7 January 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 1, 31 December 1957 - 7 January 1958

1. Operations Support #29 started on 6 January with a first week's enrollment of 35 students. The original figure of 50 reported on 31 December included those students registered for the last three weeks.

2. Budget & Finance Procedures #7 started on 6 January with an enrollment of 10 students.

3. The proposed revised schedule for Administrative Procedures was completed and given to [] so that discussions can now begin. It is felt that [] should be present during the talks that will take place with the DD/P in order to clarify the purpose of the proposal, discuss the advantages and disadvantages and answer questions on specific topics.

4. [] discussed with [] Central Cover Branch, funding procedures for subsidies and foundations. Further follow-up will be coordinated with [] Central Cover Branch, through []

5. [] of the Finance Division on matters pertaining to the seventh running of Budget & Finance Procedures. This coordination resulted in an informal agreement to the effect that hereafter JOT's assigned to a training tour in Finance Division will take Budget & Finance Procedures before starting their tour in Finance or as shortly thereafter as possible. This running contains three such JOT's.

6. [] of the Central Cover Branch monitored the Cover lecture in Operations Support.

7. [] NEA Division, is auditing Budget & Finance Procedures for three days at the request of []

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